

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.165

10/31/03

LOANING EQUIPMENT

1. PURPOSE

To provide guidelines for loaning program-owned equipment to cooperators and the public.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 4.005 dated 3/26/93.

3. POLICY

At the discretion of the Director or State Director, WS equipment may be loaned to cooperating organizations or private individuals.

The equipment must: 1) be legal for use by the public, 2) not pose an unreasonable safety or health hazard, and 3) be sufficiently durable to withstand use by the public.

Foot-hold traps identified for official Government use will not be loaned to the public. Unmarked traps may be loaned. When loaning equipment, WS personnel will give verbal or written instructions on its safe and proper use and alert the cooperator to potential hazards.

WS equipment may be loaned for any designated period of time that is appropriate to resolve the problem. However, if the equipment is likely to be needed for an extended period of time, individuals should be encouraged to acquire their own.

Cooperators are expected to replace loaned equipment that is lost, damaged, or stolen.

Documentation of equipment loans on a completed WS Form 24, Temporary Assignment of Government Property to Private Individuals, or other appropriate written documentation is required.



Deputy Administrator

Distribution:

Originating Office:

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.175 12/03/03

PUBLICATIONS

1. PURPOSE

To promote the development of high quality publications by WS employees and to outline the review process for manuscripts written by WS employees.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 4.175 dated 03/22/95.

3. POLICY

WS employees are encouraged to communicate both technical and appropriate non-technical program information through publications such as scientific and technical journals, conference proceedings, and magazines.

Any manuscript intended for formal publication in a State, national, or other widely distributed journal, conference proceeding, or magazine must be peer reviewed prior to submission. Informational material written by WS employees and distributed informally through newsletters, producer association notes, leaflets, and newspapers do not require peer review unless the content involves policy matters of USDA or other Federal, State, or local agencies.

Employees of the National Wildlife Research Center (NWRC) will follow the publication and peer review process established by their Director.

When peer reviews are required for publications of WS operational employees, at least two reviewers will be designated by the appropriate Director. One review will be done by a WS operational biologist (coauthors not included) and the other by a wildlife professional or other competent reviewer outside the WS operational program. A NWRC scientist may be used as the second reviewer.

Distribution:

Originating Office:

After considering reviewers' comments and making appropriate changes in the manuscript, the author will submit the manuscript to the appropriate Director for review and approval. The Director will review the manuscript primarily for policy content and has the prerogative to make editorial comments or refer the manuscript for further review. Once the Director approves the manuscript, the author may submit it for publication. Should the Director determine that the manuscript involves policy matters of USDA or other Federal, State, or local agencies, review by the director of the WS Operational Support Staff (OSS) will be requested.

WS Form 64, Manuscript Transmittal Record, will be used to document the review process. The author will send the transmittal record and manuscript to the Director for approval at least two months prior to the intended date of submission for publication.

A handwritten signature in cursive script, reading "William H. Clay". The signature is fluid and extends to the right with a long, sweeping tail.

Deputy Administrator